


<p>Name of Policy: <u>Medical student membership on the College of Medicine admissions committee.</u></p> <p>Policy Number: 3364-81-04-010-02</p> <p>Approving Officer: Dean, College of Medicine</p> <p>Responsible Agent: Associate Dean for Admissions, M.D. Program</p> <p>Scope: Admissions Committee- College of Medicine</p>	 <p>Effective date: October 1, 2009</p>				
<table border="0"> <tr> <td><input checked="" type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input checked="" type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
<input checked="" type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

(A) Purpose

The purpose of this policy is to describe the responsibilities of medical students who serve on the College of Medicine Admissions Committee.

(B) Policy

Selection of student members

Each year, the admissions office will send an invitation to all first year medical students regarding interest in serving on the College of Medicine Admissions Committee for the following academic year. After review of submitted applications, subsequent interviews, and approval from the Dean's office, four medical students will be selected to serve. To be considered for membership on the Committee, the student must be in good academic standing.

Student responsibilities

- Attendance at admission committee meetings with full voting privileges
- Review of applicant files prior to each meeting
- Conduct candidate interviews if needed and available
- Maintain good academic standing during the term of appointment on the committee. If a student does not remain in good academic standing, they will be removed from the committee

Each student member of the Admissions committee will act in the best interest of the College of Medicine and each will abstain from acting or voting where there is any real or perceived conflict with regard to a particular applicant before the committee. At no time when action is taken by the admissions committee will the College of Medicine faculty not represent a majority of voting members.

Evaluation of policy

This policy will be reviewed at least every three years.

<p>Approved by:</p> <p><u>/s/ jgg</u> Dean, College of Medicine</p> <p>October 1, 2009 _____ Date</p>	<p>Policies Superseded by This Policy: none</p>
<p><i>Review/Revision Completed by:</i> <i>Dean, College of Medicine</i> <i>Office of Legal Affairs</i> <i>Associate Dean of Admissions- College of Medicine</i> <i>Assistant Dean of Admissions- College of Medicine</i></p>	<p>Initial effective date: October 1, 2009 Revision/review date: Next review date: October 1, 2012</p>